

DISTRIBUTION OF CITATION COPIES

	#1 Court	#2 Law Enforcement	#3 Officer	#4 Court	#5 Defendant
Adult - Must Appear Citations and All Related Payable Citations	Mailed to District Court by designated district/unit personnel with transmittal sheet	Retained at issuing officer's district	Retained by issuing officer	Attach to #1 court copy	Given to defendant
Adult - Payable Citations Only	Mailed to District Court by designated district/unit personnel with transmittal sheet	Retained at issuing officer's district	Retained by issuing officer	Given to defendant	Given to defendant along with envelope
Adult - Released with Both Criminal/Civil and Traffic Citations Issued	<i>Mailed to District Court Liaison with the criminal/civil citation and copies of the Event/DWI report(s). The District Court Liaison will prepare the necessary transmittals.</i>	Retained at issuing officer's district	Retained by issuing officer	Given to defendant	Given to defendant along with envelope
Adult - Arrested on Criminal Statement of Charges with Traffic Citation Issued	Given to Court Commissioner by Central Processing personnel	Retained at issuing officer's district	Retained by issuing officer	Attach to #1 court copy	Given to defendant
All Juvenile Citations	Mailed to Juvenile Court by designated district/unit personnel with transmittal sheet marked "Juvenile"	Retained at issuing officer's district	Retained by issuing officer	Attach to #1 court copy	Given to defendant along with envelope

RELATED CITATION BLOCK EXAMPLES

<u>No. Of Citations Issued</u>	<u>Citation #</u>	<u>Related Citation Block</u>
Two citations issued	1234567 1234568	1234568 1234567
Three citations issued	1234567 1234568 1234569	1234568 1234569 1234567

MVA CONTACT NUMBERS

Contact an MVA representative if charging or investigating a person in possession of a fictitious or fraudulently altered license or other MVA document:

MVA Investigator 410-768-7074